

ADULT CHANGE OF NAME

1. OBTAIN THE FOLLOWING FORMS WHICH HAVE TO BE COMPLETED:

- A. NOTICE OF PUBLICATION (2 COPIES)
- B. PETITION FOR CHANGE OF NAME (2 COPIES)
- C. DECREE FOR CHANGE OF NAME (3 COPIES)

2. PUBLISH YOUR INTENTION TO CHANGE YOUR NAME IN A NEWSPAPER OF GENERAL CIRCULATION IN McLEAN COUNTY FOR 3 SUCCESSIVE WEEKS.

- A. GO TO THE PAPER AND ARRANGE FOR PUBLICATION. BRING (2) COPIES OF A COMPLETED NOTICE OF PUBLICATION FORM AND BE PREPARED TO PAY THE PUBLICATION COSTS (Call the newspaper to find out the cost.) GIVE THE NEWSPAPER ONE COPY OF THE NOTICE AND KEEP THE OTHER FOR YOUR OWN RECORDS.
- B. PICK A DATE ON WHICH YOU MUST COME TO THE CIRCUIT CLERK'S OFFICE TO FILE YOUR PETITION FOR CHANGE OF NAME. (WE CAN PROVIDE A NOTARY, BUT DO NOT SIGN THE DOCUMENT WITHOUT A NOTARY PRESENT). THIS DATE MUST BE AT LEAST SIX WEEKS AFTER THE FIRST PUBLICATION APPEARS IN THE NEWSPAPER AND MUST BE A WEEK DAY WHEN COURT IS OPEN AND IN SESSION.
- C. AFTER PUBLICATION IS COMPLETED, THE NEWSPAPER WILL MAIL YOU A "CERTIFICATE OF PUBLICATION". KEEP THE CERTIFICATE WITH YOUR PETITION AND THE DECREE FOR CHANGE OF NAME AND BRING ALL OF THEM WITH YOU WHEN YOUR PETITION IS FILED. THE CLERK REQUIRES A FEE OF \$218.00 TO FILE THE CASE. PAYMENT MUST BE CASH, MONEY ORDER, OR PERSONAL CHECK. OUR HOURS ARE MONDAY – FRIDAY, 8:30AM – 4:30PM EXCEPT FOR LEGAL HOLIDAYS.

3. THE CLERK WILL FILE ONE COPY OF YOUR PETITION AND THE CERTIFICATE OF PUBLICATION AND RETURN ALL OTHER COPIES TO YOU.

NOTE: YOU MUST FILE YOUR PETITION WITH THE CLERK ON THE DATE THAT WAS PUBLISHED IN YOUR PUBLICATION. THE CLERK WILL COLLECT THE FEE, FILE YOUR CASE, AND ASSIST YOU WITH SECURING A COURT DATE. YOU MUST APPEAR IN COURT AT THE SET DATE AND TIME. AFTER COURT, YOU WILL THEN BE INSTRUCTED TO RETURN TO THE CIRCUIT CLERK'S OFFICE TO OBTAIN CERTIFIED COPIES OF YOUR CHANGE OF NAME DECREE. THE FIRST CERTIFIED COPY IS FREE, ADDITIONAL CERTIFIED COPIES ARE \$7.00 EACH. CASH, MONEY ORDER, AND PERSONAL CHECKS ARE ACCEPTED.

4. TO CHANGE YOUR BIRTH CERTIFICATE TO YOUR NEW NAME:

- A. IF YOU WERE BORN IN THE STATE OF ILLINOIS, MAIL A CERTIFIED COPY OF THE DECREE AND MONEY ORDER FOR \$15.00 TO:

THE BUREAU OF VITAL STATISTICS
STATE OF ILLINOIS – DEPARTMENT OF HEALTH
SPRINGFIELD, IL 62706

- B. IF YOU WERE BORN OUTSIDE OF ILLINOIS, CONTACT THE OFFICE THAT KEEPS THE BIRTH RECORDS IN THE STATE WHICH YOU WERE BORN TO FIND OUT THE PROPER PROCEDURES AND FEES.